

**NAGPS Board of Directors Meeting**

**Sunday, 26 April 2020**

**7:00pm EST/4:00pm PST**

**Present:** President- Brad Sommer; Vice President- Fang Zhang; Director of Finance- Paul Welfer; Director of Administration-Kendall Scarlett; Director of Communications- Diane Lieu; Director of Legislative Affairs- Mike Ford ; Director of Outreach- Vinnie Amato; Director of External Affairs- Kristofferson Kulmer; Director of Employment Concerns- Alex Seto; Director of International Student Concerns- Madhan Arulanandam ; Director of Social Justice Concerns- Gwen Chodur;

**Absent:** Midwest Regional Director- Paulina Alatriste; Northeast Regional Director-Benjamin Lane ; Southeast Regional Director-VACANT; Western Regional Director- Will Carrasco Southcentral Regional Director- Jesse Wyatt

**Agenda**:

1. Approval of March [Minutes](https://docs.google.com/document/d/1i6Vzs69UJkkSeovEh3erwzzI7oNT0ZI2Ph13_CEyIRc/edit) 
   1. Motion to approve the minutes by Will. Seconded by Gwen.
2. Approval of Agenda
   1. Motion to approve agenda as is by Vinnie. Seconded. No opposition and approval confirmed.
3. NAB Report - Brad
   1. Discussed ASU resignation situation: They advised we continued to do what we are doing on that. A few of the board members have connections with members in the graduate college so we can keep the lines of communication open.
   2. SW Hall and 501C Status: Email was sent to them asking if they needed anything from us. This was more of a check in email to see reasonable timeline. If SW Hall doesn’t reach out to us by the end of this week, Brad will call them and discuss with NAB.
   3. No more news for new administrative assistant.
      1. Kris brought up the idea of bringing it up to others in the association for ideas, possibly ask previous BoD members or alumni that is interested.
      2. Vinnie brought up maybe having some more discussions between the BoD in regards to better understanding what we need/want from an assistant
   4. Discussion of Membership Academy/Leadership Summit done remotely over the summer similar to how we have been able to run the previous online conferences
      1. Brad brought up the idea of having one or two online events during the summer
   5. NAB is looking to add two more members.
      1. If you know of someone that would be a good potential candidate for the NAB advisory board either through relations with NAGPS (served previously or was previously involved), etc. let Brad know.
4. ASU Media Request - Brad
   1. ASU has reached out the board for updates. Please do not give an interview or statement, please direct it Brad. Send any press requests to Brad and Diane.
5. Meeting with Francis Slakey, Chief Government Affairs Officer, American Physics Society - Brad
   1. They reached out to us asking about what we are doing for students during this COVID-19 time. The call will be at 11:00 am EST. Reach out to Brad if you would like to be apart of this call.
6. NAGPS Membership Survey - Brad
   1. A draft was sent out asking for general info, university info, and COVID-19 related questions. Brad would like to develop this further and send this out in the next week or so. We need more concrete broad info! Take a look when you get the chance and please be nice to Brad!
7. NERC Resolution - Brad
   1. Resolution that was passed for the BoD to be more transparent. There are a few things we will be better on: the BoD meeting minutes and finance reports to put online.
   2. Post things online once they have been approved the next month.
   3. Need to get clarification from SW Hall about posting all finance reports online.
   4. Will have a conversation this week in regards to more appropriate minutes/notes taking for reports.
8. Finance Report - Paul
   1. Refer to reports submitted under separate cover
   2. During the month, the following is the financial condition of the Association. (Figures reported as of Mar’20 EOM\* unless otherwise indicated.)
      1. Total expenses: $4,922.25 MTD, $6,156.02 YTD.
      2. Total revenue: $1,905.08 MTD, $2,319.11 YTD.
      3. Assets: $132,012.28 (including Endowment, Old National Bank, PNC and Paypal. \*Note: Endowment reported as of 3/31/20).
      4. Liabilities: $0.00 (including Capital One credit card).
      5. Net Balance: $132,012.28.
      6. The Association is cash flow negative YTD. Mar’20 MTD is cash flow negative. Interest and fees accrued on debt is $0.00 YTD.
      7. Endowment dividend income is $102.86 YTD. Capital gains reinvested is $0.00. Endowment fees are $536.30 YTD. Endowment rate of return is -17.07% YTD.
   3. Corporate and Tax Filing
      1. IRS website indicates that the 501(c)(3) status of the Association was revoked on 5/15/19 and revocation posted on 8/4/19. Timely tax filing and reinstating 501(c)(3) status must be a top priority of the Association. Received and executed contract with SW Hall on 3/16/20. No updates received from SW Hall.
      2. Office of Attorney General for the District of Columbia notified NAGPS of audit concerns via letter dated 9/27/19. Per NAB recommendation, referred matter to SW Hall for resolution.
   4. Reconciliation
      1. Ongoing reconciliation of unauthorized expenses identifies 2017 Director of Finance/2018 President’s personal charges not related to official business of NAGPS. Any personal charges incurred must be repaid immediately. NAGPS accounts cannot be used for personal transactions. No further payments received since last demand letter sent in attempt to recover assets.
      2. Further review of account reconciliation is advised. NAGPS financial statements need to be restated for the years under review. A complete review by an independent third party or forensic accountant along with NAGPS membership oversight is recommended.
   5. All officers are reminded to submit monthly FLASH reports including anticipated expenses and revenue by the 20th of each month.
   6. Discussion of how finance reports are currently distributed and the possibility of Paul being able to directly send out finance reports to members as a backup.
      1. No spending is permitted without quarterly reporting to membership
      2. Motion to allow the DoF to have access to the membership for finance email purposes by Vinnie. Seconded by Gwen. Motion passes.
      3. All this year’s finance reports by 5 pm tomorrow.
9. Dear Colleague Letter - Gwen
   1. Response to [this letter by AAU](https://www.aau.edu/sites/default/files/AAU-Files/AAU-AAMC-APLU-ACE%20COVID19%20Research%20Recommendations%204-7-20.pdf)
      1. We were sent a letter that was addressed to congress that highlights concerns related to the current situation (in regards to graduate students and research costs, etc.). They hope that other impacts are addressed in the next stimulus.
   2. Outlined- will hope to have a draft by Tuesday
   3. Questions:
      1. Are we being asked to sign on or come up with our own letter?
         1. Gwen will be reaching out to ask Toby for clarification. Will be working on a separate statement as well as a sign on to the letter.
10. April ProTrac Review
    1. Discussion of purpose and uses. Individual reports on projects given.
11. May ProTrac Planning
    1. Ideas added for next month’s planning:
       1. Sponsor Materials for NatCon
       2. Alumni Association dues and structure and invitation letter
       3. Hosting a membership meeting
12. New Business
13. Open Floor
14. Adjourn
    1. Motion to adjourn by Jack. Seconded by Paul at 9:00 PM EST.